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To: Distribution

Date: August 22, 1997

From: R. Lipps

Subject: LIMS Team Meeting Minutes for 8/21/97

Attendees: E. Carmines, S. Lafsoon, F. Logan, R. Lipps, J. Sampson, J. Wickham

Business Conducted:

- Budget information was set to ITD for inclusion in the 1998 original capital and expense budgets.
- J. Wickham reported that M. Allred (ITD) would be maintaining contact with the Paper and Technology group concerning the purchase of their data acquisition system. M. Allred is aware of the LIMS team's objective.
- The LIMS team has questions on the tasks involved in system validation. This issue should be reviewed with M. Goffman.
- JAD session schedules were reviewed and are being distributed. A wrap-up meeting was added on Friday, September 5 at 3:00 pm.
- J. Sampson reported that the last LIMS divisional presentation was made to PRD.

Action Items:

- LIMS team members are asked to participate in as many JAD sessions as possible.

Agenda for Next Meeting: (Sept 5, 1997 at 3:00 PM in the T2 conference room)

- Discussion of JAD sessions and assignments for next task.

Distribution:

Ament, C.
Carmines, E.
Callaham, P.
Good, B.
Koller, K.
Lafsoon, S.
Lipps, R.
Lisbon, D.
Sampson, J.
Wickham, J.